



FDMS Version 4.11 Release Notes

Release Date: January 30, 2016

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Release Summary

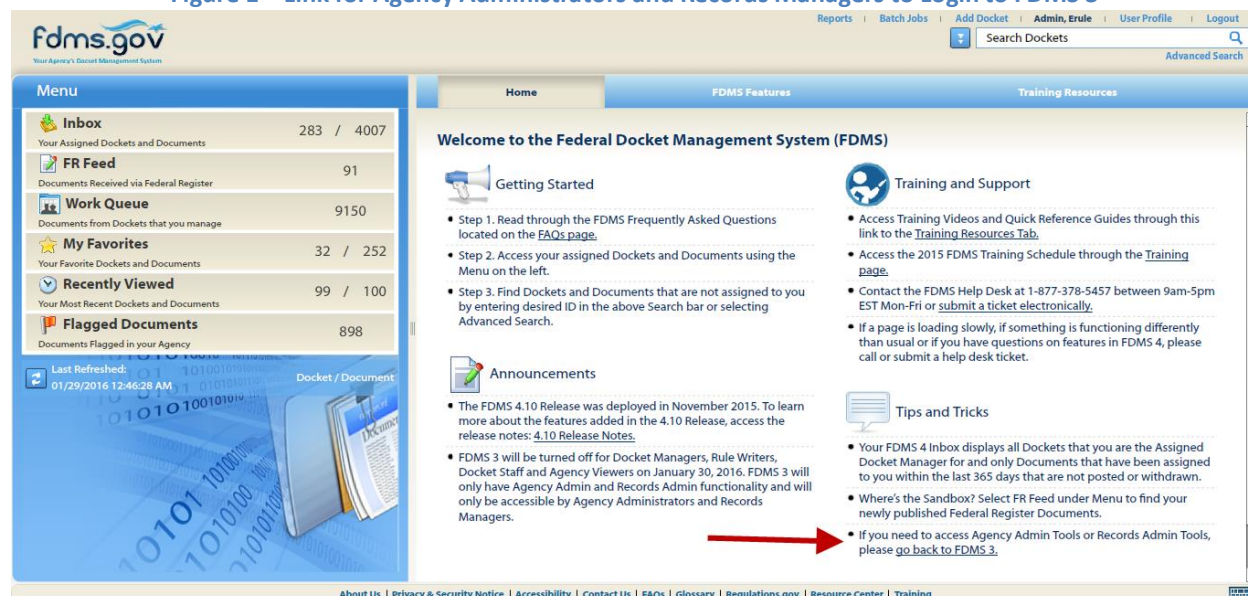
The FDMS 4.11 Release focuses on the decommissioning of FDMS 3 for all users except Agency Administrators and Records Managers. In addition, there were enhancements and previously identified defects that were addressed as part of the release. Some of the key features added include:

- Batch Copy
- Export Content Files
- Reminder Email for 30 Day Account Inactivity Lockout
- Large Docket Tree - Viewing Document Details after Clicking on Item from Right Panel Grid
- Work Queue Paging

Decommission FDMS 3 for all users except Agency Administrators and Records Managers

All features in FDMS 3 aside from Agency Admin and Records Admin functionality is now disabled. Agency Administrators and Records Managers are the only user roles that can access FDMS 3. In order to access FDMS 3, these users can click on the link on the FDMS 4 Home Page tab or bookmark the URL.

Figure 1 – Link for Agency Administrators and Records Managers to Login to FDMS 3



The User ID/Password that Administrators use to log into FDMS 3 is the same User ID/Password they use to log into FDMS 4. A message displays on the login page informing users which user roles can access the application.

Figure 2 – FDMS 3 Login Screen

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fdms.gov
Your Agency's Docket Management System

System Login

FDMS 3 is only available to Agency Administrators and Records Managers. Please contact your Agency Administrator for assistance.

Please enter your login information below.

User Name

Password

You are requesting access to an official United States Federal Government application. The use of this application is for authorized purposes only. The Federal Government may monitor or audit use and accessing this application constitutes consent to such surveillance. Unauthorized attempts to upload and/or change information on this website is strictly prohibited under the computer fraud and abuse act of 1986 and title 18, usc, sec 1001 and 1030(a)(4) and may carry a punishment of 5 years imprisonment and/or a \$250,000 fine.

By logging into this system, you acknowledge that you understand the responsibilities of using this system and will comply with the Rules of Behavior for FDMS. See [Rules of Behavior](#) for additional details.

If you are looking for the Regulations.gov public site, [click here to go there now.](#)

[Contact Us](#)

After logging into the application, Agency Administrators and Records Administrators will see the tabs associated with the appropriate role.

Figure 3 – Agency Administrator Functionality

Friday, January 29, 2016 [Log Out](#)

fdms.gov
Your Agency's Docket Management System

Admin > Erule Admin

Agency Administration
Agency : ERULE TEST AND DEVELOPMENT AGENCY (ERULE) Access : Agency Admin

[Access Request](#) [Agency](#) [Users](#) [Groups](#) [Labels](#) [Screens](#) [Doc Subtypes](#) [Lockouts](#) [Assignments](#)

Agency Information

Participating Agency ☒
Managing Records in FDMS ☐
Agency Name ERULE
Agency Full Name ERULE TEST AND DEVELOPMENT AGENCY
Accept Comments After Comment End Period ☒
Allow auto import of FR Notices ☒
Work Queue re-assignments apply to all statuses ☐
Work Queue Non-Standard Permissions configuration applicable ☒
File Content Size Warning Message
Agency Posting Guidelines

Please observe these guidelines as you post your comment. SSA, at its sole discretion, may remove any posting or portion of a posting that does not conform to these guidelines:
SSA Employees If you are a SSA or state Disability Determination Service (DDS) employee, you may post comments only in your capacity as a private citizen, i.e., without using official Government time, your official title or contact information, or government resources, including office equipment and information technology such as computers and the Internet. Comments from SSA employees either composed or sent during

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Figure 4- Records Manager Functionality

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fdms.gov
Your Agency's Docket Management System

Admin > Records Manager

Records Administration

[Markups](#) [Delegate](#)

Manage Markups for this Agency

Existing Agency Markups [Search](#) [Learn More](#) [Add New Markup](#)
Number of Rows to Display 10

Markup ID	Name	Description	Enabled	Type	Actions
There are no markups to available to display.					

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Batch Copy

Users can Batch Copy Documents of any type from the Multiple Document Selection/Batch Options screens. If copying a Public Submission, a *Comment on FR Doc* must be specified. If one is not provided, the Public Submissions will be skipped.

Figure 5 – Batch Copy Functionality

The screenshot shows the 'Multiple Document Selection' interface on the fdms.gov website. On the left, a 'Docket Tree' lists documents under 'Docket: ERULE-2016-0021'. A list of documents is shown, including 'ERULE-2016-0021-DRAFT-0001' through 'ERULE-2016-0021-DRAFT-0030'. The main area, titled 'Multiple Document Selection', shows 'You have Selected 5 documents.' Below this, there are options to 'Change Document Metadata Attributes' (Change Status, Change Title, Change Subtype) and a 'Copy' section. The 'Copy' section includes fields for 'Docket ID', 'Phase Name', 'Sequence', and 'Comment on FR Doc'. There are buttons for 'Select Docket', 'Clear', and 'Search Documents'. A checkbox 'Include all document attachments' is checked. At the bottom, there are options for 'Post' and 'Re-Assign', and a 'Submit' button.

Users can view the status of the Batch Copy job from the Batch Jobs screen. If Documents were skipped because the required information was not provided, users can view the skipped Documents along with the message stating why the Documents were skipped in the Batch Jobs screen.

Figure 6 – Batch Copy Skipped Document Example

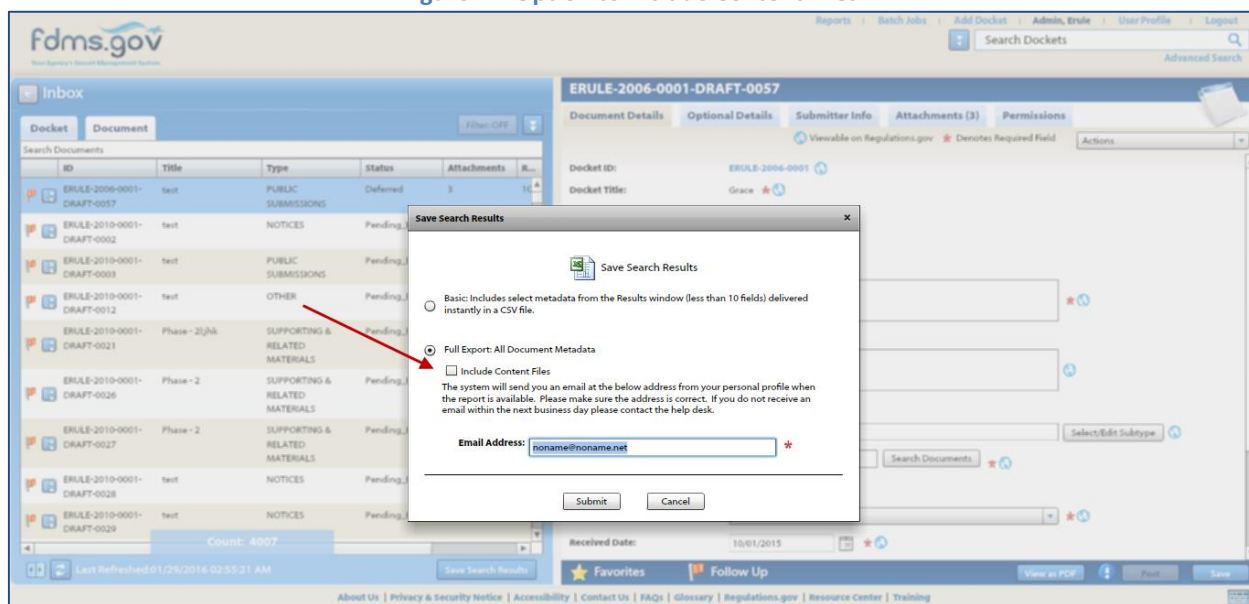
The screenshot shows the 'Batch Jobs' screen on the fdms.gov website. The title is 'Copy Documents job:SKIPPED 01/28/2016 04:24:51 PM'. On the left, a 'Batch Tree' shows a list of jobs, including 'Copy Document Job-01/28/2016' (Success 64), 'Copy Document Job-01/28/2016' (Success 18), and 'Skipped (1)'. A red arrow points to the 'Skipped (1)' item. The main area shows a table with columns 'Document ID', 'Result', and 'Message'. The table contains one row: 'ERULE-2016-0032-DRAFT-0714' with 'Result' 'Skipped' and 'Message' 'The comment-on FR document is required'. A red arrow points to the message. At the bottom, there is a 'Count: 1' and a 'Last Refreshed: 01/29/2016 02:51:08 AM' timestamp.

Document ID	Result	Message
ERULE-2016-0032-DRAFT-0714	Skipped	The comment-on FR document is required

Export Content Files

Users are able to Export content files from the left panel grid results. After clicking on the *Save Search Results* button, users have the option to include the content files with the output that they will receive via email. Selecting the option to *Include Content Files* will send the specified email address a .zip folder with both a CSV file containing the Document metadata as well as a sub folder with the corresponding content files. Please refer to the Quick Reference Guide for a FDMS Tip Sheet on how to unzip a zip file.

Figure 7 – Option to Include Content Files



Reminder Email for 30 Day Account Inactivity Lockout

Reminder emails for 30 day account inactivity lockouts will be sent to users 15 days prior to account lockout. If the user does not login to their account after the reminder is received, additional reminder emails will be sent at 4, 3, 2, and 1 day(s) prior to account lockout. If the user does not login for 30 days, the account will be locked out and can only be unlocked by an Agency Administrator.

Large Docket Tree – Viewing Document Details after Clicking on Item from the Right Panel Grid

In the Large Docket Tree, users are now able to view the Document Details after double clicking on an item from the right panel grid similar to the functionality in the standard Docket Tree.

Work Queue Paging

For users with more than 20,000 Documents in the Work Queue, paging will allow those users to navigate to additional pages. If a user has less than 20,000 Documents, the paging navigation will not show.

Figure 8 - Work Queue Paging Functionality

The screenshot displays the 'Work Queue' interface on the fdms.gov website. A red arrow points to the 'Page 1' indicator in the document listing table. The table lists documents with columns for ID, Title, Current Assignee, Type, and Status. Below the table, it shows 'Count: 500 of 9150'. To the right, the 'Work Queue' section includes a 'Document Center' tab and a table showing counts of current document assignments for various users or groups. The table has columns for 'User or Group Name', 'My Dockets', and 'All Dockets'. The 'Test group' is highlighted at the bottom of the list.

User or Group Name	My Dockets	All Dockets
Admin, Erule (ERULE)	742	4498
Core Test Group	0	0
den	0	0
epa_training_group	0	0
FDMD delete User Group	0	0
Helpdesk, ERULE (ERULE)	45	369
New1, Add (ERULE)	0	5
s, s s (ERULE)	0	1
ss, SS (ERULE)	0	1
Test group	1	9

*Please note the Work Queue in the example above does not include more than 20,000 Documents but paging is shown as an example.

Additional Enhancements

Accessibility

- Accessibility is now enabled throughout the application to improve the interaction with screen readers.

Quick Search

- The code in Quick Search was updated to successfully search for 2016 tracking numbers.

Defects Addressed

Add Doc/Bulk Import Text Correction

- The word *incompatible* was previously spelled incorrectly on the Add Doc/Bulk Import popup.

Bulk Extract

- The Bulk Extract popup screen was not showing the total file size.

Known Issues

There are no Known Issues to report as a result of this release.